

Salt River Fire Department Operating Guidelines

Post Incident Analysis (PIA)

December 2000

201.06

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DEFINITION

Post Incident Analysis (PIA) is the reconstruction of an incident to assess the chain of events that took place, the methods used to control the incident, and how the actions of emergency personnel contributed to the eventual outcome.

PURPOSE

The main purpose of the PIA is to reinforce personnel actions and departmental procedures that are effective and to give management insight into how effectiveness of the department's operations can be improved.

BENEFITS

- Provides a comprehensive analytical record of an incident from which to evaluate departmental procedures.
- Assessment of response times and company response areas under actual conditions.
- Assessment of the effects of additional equipment/manpower request on over-all Community wide protection and the effectiveness of back-fill procedures.
- Assessment of tools and equipment.
- Assessment of safety practices and related procedures.
- Assessment of training needs for department personnel.
- Assessment of the department's working relationship with outside agencies and other Community departments.

PROCESS

- A formal PIA will be conducted for all working Residential, Commercial, or Major Medical incidents. An informal PIA can be conducted for any other incidents and the discretion of the Incident Commander.
- A formal PIA process will be initiated by the Incident Commander.
- All incident commanders, company officers, and non-fire department sector officers participating at the incident will complete a PIA fact sheet. These sheets are to be completed as soon as possible after the incident and submitted to the officer initiating the PIA process.
- Once all PIA fact sheets have been received and reviewed, the PIA will be scheduled for the shift following the incident.
- The Incident Commander will lead the PIA following the structure of the PIA summary sheet. One person will be designated as the recorder to complete the summary sheet. Discussion should include those areas of the summary sheet but may extend beyond at the discretion of the PIA leader or as the incident dictates.

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- The fact sheets and the summary sheet will not be public documents. They will be internal worksheets for investigative information and departmental evaluation. The fact sheets are NOT to be attached to fire reports nor should any reference be made to the fact sheet on the fire report. In most cases, the fact sheets and summary sheet should be discarded after the PIA.

(See appendix A)

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Appendix A



Summary

Date: _____

Time of Alarm: _____

Address: _____

Type of Incident: _____

SITUATION UPON ARRIVAL OF FIRST UNITS: Include a brief description of the situation encountered by the first unit(s) arriving on the scene. The type of units and staff on units should be listed.

FINAL OUTCOME OF THE INCIDENT: List the extent of damage and casualties. Also, include damage to fire equipment and emergency personnel casualties.

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Appendix A



EQUIPMENT COMMITTED TO INCIDENT: List the stations left empty and those stations backfilled by what apparatus.

STRATEGY: List the Incident Command strategies chosen. Incident commanders should describe their basic plan to address the priorities of the incident at the time they became the Incident Commander.

First Unit(s):

A. General Strategy:

B. Results:

First Incident Commander's (Name):

A. General Strategy:

C. Results:

Second Incident Commander (Name):

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Appendix A



A. General Strategy: _____

D. Results: _____

Third Incident Commander (Name): _____

A. General Strategy: _____

E. Results: _____

COMMON OBSTACLES: List those problems encountered by more than one crew or IC that may indicate a review of Department procedures or training.

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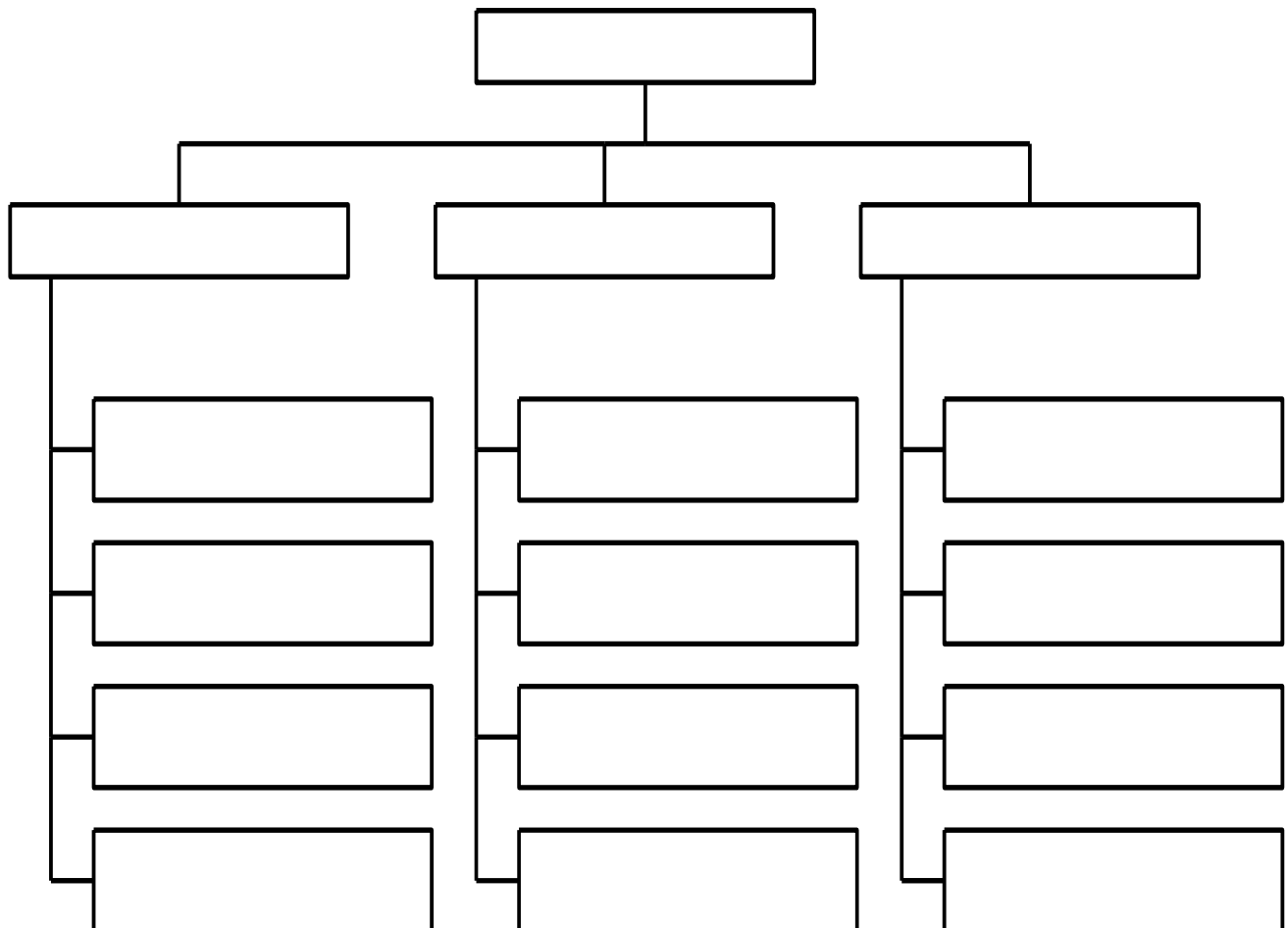
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Appendix A



INCIDENT COMMAND ORGANIZATIONAL CHART: Draw lines of authority and responsibility. Identify the span of control. This allows for a more formal review of the IC process in order to identify the positive aspects and correct deficiencies.

ICS ORG CHART



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